

District of Columbia Public Library Branch Library Functional Requirements

Introduction

District residents should be able to look to their local branch library as an inviting destination that satisfies their needs for prompt, convenient access to publications, information and learning opportunities, as well as a welcoming community gathering place. Today's "new" public library is no longer a stuffy, old building with dusty book stacks and worn study tables. The best "new" public libraries are appealing facilities that provide special areas filled with computers for the new electronic services while attractively presenting traditional library collections for in-library use and borrowing. These facilities offer physical environments that are of a quality equal to those found in modern bookstores and other vibrant retail establishments.

DC's public library users, in reality, are customers of retail services that happen to be operated by their local government without charge to the individual user. If the DCPL is to be successful in meeting the needs and desires of its users, it must recognize that it is competing with video stores, music stores, and bookstores such as Barnes & Noble or Borders.

To guarantee satisfaction and repeat visits of its customers, the DCPL must ensure that a) users continually find that their branch library offers materials and services pertinent to their needs; b) customer service is always excellent; and c) the facility has comfortable spaces that provide convenient and easy access to library services.

This appendix presents an overview of topics to be considered in designing and organizing DCPL branch library spaces, both public and nonpublic. This overview provides recommendations for a prototype branch library of 20,000 square feet, with service programs based on DCPL service priorities. The prototype includes recommendations for space allocations; collection allocations; types of furniture, fixtures, and equipment; and staffing levels, organization, and competencies. Not every branch should necessarily have 20,000 square feet of space. Some might be smaller and others larger, or have different kinds of spaces – all depending on the types of services to be offered, the number of residents to be served and other important factors.

This overview is intended to serve as a starting point for developing a branch library that will address the specific needs of a unique service area. This overview does not replace the key step of developing a building program statement – a lengthy technical document – that lays out the detailed requirements for a specific facility. This appendix recommends only the general requirements for the District of Columbia's 21st century branch libraries. Every branch library will need its own building program statement because every service area deserves a facility that addresses its specific needs.

Branch Service Priorities

The design and construction of a new branch library provides a unique opportunity for the District and the DCPL to address some of the District's most pressing needs as well as make a visible statement about the value of reading, education, and lifelong learning. A branch library is one of the few local government services and civic spaces that community residents can, and do, use throughout their lifetime.

People use public libraries to get homework help and support their formal educational efforts; learn to read; pick up a bestseller, DVD, or CD; browse for new and classic publications; experience the joy of story hours; obtain information for themselves for personal and business pursuits; learn how to use a computer; access the Internet; get away from it all; be around other people; attend programs; participate in community meetings; engage in group or individual learning activities; read newspapers and magazines; or just relax.

Effective facility design dictates that buildings and services reflect the identity and community role of the DCPL. The design and layout of the branch libraries of the DCPL must support the service goals established to address the needs of District residents. In the anticipation of the approval of service goals by the Trustees of the District of Columbia Public Library, this document has been developed in accordance with the service priorities recommended by the Mayor's Task Force on the Future of the District of Columbia Public Library System. Based on the framework of library service responses included in *The New Planning for Results* by Sandra Nelson (Chicago: American Library Association, 2001.), the recommended service priority areas, in alphabetical order are:

Basic Literacy

The DCPL has a responsibility to address the need of residents to learn to read. The DCPL needs to provide spaces, such as study/tutoring rooms, where students and tutors can meet. The DCPL shall also provide access to educational materials, as well as computers and instructional software that enhance the effectiveness of tutoring efforts. The DCPL should coordinate with other neighborhood literacy service providers to help provide efficient and coordinated delivery of literacy services.

Bestsellers and Hot Topics

The DCPL should respond to residents' interest in popular cultural and social trends, and their desire for satisfying recreational experiences. The DCPL should provide a current collection with sufficient copies of titles in high demand to ensure that customer requests are met quickly.

The DCPL needs to offer materials in the formats and languages people want, and these materials should be selected primarily on the basis of local demand. The DCPL's collections should be organized in ways that make items easy to find. Also, the materials should be merchandised to the public through the use of displays and display shelving similar to those used in bookstores.

Homework Help

The DCPL can play a unique role in helping school-age children succeed in school. The DCPL should provide informational resources and personal assistance that further the educational progress of students. DCPL activities and materials should support the learning standards of the DC Public Schools.

To help bridge the growing digital divide, the DCPL needs to provide Internet access and should also offer access to other instructional technologies such as multimedia computers with educational software, educational media, and distance education equipment and facilities. Branches should include group study rooms and computer laboratories.

Information Literacy

The DCPL should address the needs of residents for skills related to finding, evaluating, and using information effectively.

The DCPL should provide training and instruction in skills related to locating, evaluating, and using information resources of all types. Teaching the public to find and evaluate information should be emphasized over simply providing answers to questions. The DCPL should provide access to information in a variety of formats and should offer public Internet training and access. The DCPL should provide a computer laboratory.

Lifelong Learning

The DCPL should address the desire of residents for self-directed personal growth and development opportunities. The DCPL should provide and maintain an extensive collection of circulating materials and digital content on a wide variety of topics in which the general public has a sustained interest.

The DCPL should help parents and caregivers encourage preschool children to develop a love of reading and learning so they can enter school with the skills they need to succeed.

Public Spaces

The DCPL has a responsibility to address the need of residents to meet and interact with others in their community and to participate in public discourse about local and national issues. There is a great need for the DCPL to provide inviting and safe public spaces for meetings, programs, and gatherings.

This need for public gathering spaces can be addressed by designing a library that has interior spaces such as a meeting room, story room, conference room, study/tutoring room, computer laboratory, gallery, or a café where one can obtain something to eat or drink. There could also be exterior spaces that provide opportunities for public programming or events.

Branch Library Functional Requirements

A branch library supports a wide variety of patron and staff activities, and excellent patron service depends in part on a well-designed building. One way that a functional library building contributes to excellent service is to help customers have rewarding experiences. This is accomplished in part by ensuring that the building provides a comfortable and aesthetically pleasing environment.

An effective, functional branch library also supports self-service by customers and efficient use by staff. The interior layout is critical to functionality. Basic factors of functionality include relationships of building spaces and the arrangement of services, collections, furnishings, fixtures, and equipment, as well as traffic patterns within and among those spaces. Satisfying patron experiences require well-designed spaces with appropriate dimensions, natural and artificial lighting, furnishings, fixtures and signage, as well as easy-to-use and secure interior layouts.

In sum, patron and staff pursuits require spaces that support a variety of uses in addition to specialized spaces for unique activities and functions. The spaces to be provided in the branch libraries, and site and operational considerations, are described in this document. This document is not intended to take the place of a detailed branch library building program statement. Rather, it is intended to serve as a guide for architects and staff in developing new state-of-the-art libraries. Furthermore, it shall serve as a basic set of guidelines to be used in the preparation of a library building program statement that reflects community needs as addressed by each individual branch.

Organization

The Branch Functional Requirements document has three sections: "Introduction," "General Requirements," and "Space Descriptions."

The "General Requirements" section provides an overview of topics to be considered in designing and organizing public and nonpublic spaces within branch libraries. Other topics include considerations required for branch library sites, effective and sustainable operations, and general architectural aspects.

The "Space Descriptions" section is organized into 12 major branch library spaces. For each space the text provides functional activity statements, location and adjacency information, and major space components such as "collections" and "primary furnishings and components."

Also included is a General Estimate of Needed Space for a 20,000 square foot branch library and a Glossary.

General Requirements

General Site Considerations

Site Selection Criteria

The use of a branch library is significantly impacted by its location. Therefore, it is essential that each potential site be carefully evaluated prior to selection of any site for a branch library.

The site should allow the branch library to be sited prominently on the lot because the building must be designed in such a way that people passing by in a car, in a bus or on foot become aware of the building and are attracted to enter and use the facility. The branch must present an open, inviting, and attractive front with a clearly visible entrance. It is recommended that, where possible, the branch library be a single story building with a minimum of 20,000 square feet.

Site selection should include consideration of the following factors:

Accessibility

The site should be easily accessible by car, public transportation, bicycle, and on foot. The site should provide a high degree of personal safety for people entering and leaving the branch, especially at night. Natural or man-made barriers should not impede access to the site.

Acquisition Cost

The cost of the site must be within the project budget, and the price to be paid for the site cannot exceed the fair market value of the site. It is important to note that the Council of the District of Columbia is considering legislation titled – The Library Enhancement, Assessment and Development Task Force Establishment Act of 2005 – to establish a library development task force to assess strategies for generating funds, to enhance the library system, and support and implement the construction and renovation of library facilities.

Adjacent Uses

The current and anticipated use of surrounding facilities should complement branch use in terms of function, peak use times, and traffic patterns.

Availability

The site should be currently available for acquisition. The time required to acquire the site should not negatively impact the proposed project timeline; i.e., it should not require eminent domain.

Community Opinion

The site should be one that is attractive or can be made attractive to the majority of residents in the projected service area of the proposed branch.

Construction/Site Development Cost

The site should enable the library to construct a branch without incurring significant additional costs to prepare the site for construction or to construct the branch due to prior soil contamination or pre-existing environmental conditions such as poor drainage or unstable land formations.

Convenience

The site should be close to the geographic and traffic center of the area that is served by the branch. The site should be one where community residents will frequently and willingly go.

Future Expansion

The site should allow for building expansion and additional parking as appropriate.

Legal Matters

The site should enable the library to acquire the property and construct the branch without significant additional legal costs.

Parking

The site should allow required parking for library customers and staff, as well as short term parking for delivery vehicles.

Size and Shape of Property

The site should allow the construction of an efficiently designed branch. The site will accommodate required setbacks and landscaping, as appropriate.

Utilities and Infrastructure Availability

The site should allow the construction of a branch without incurring significant additional cost to provide utilities (electricity, gas, water, and telecommunications) and infrastructure (sanitary and storm sewers) to the site.

Visibility

The site and the branch should be visible from major streets.

Site Development Needs

Accessibility

An accessible route to the library must be provided, including access to and from public transportation, sidewalks, the adjacent street(s), and public parking, if any. Access should be easy for pedestrians, including persons in wheelchairs. The library should ensure that pedestrian crosswalks, traffic lights, stop signs, and other mechanisms to control vehicular traffic is in place to facilitate the safety of everyone approaching or leaving the library. The width of the access route shall be a minimum of 36" with turning and passing spaces (60" x 60") at any obstruction, but at no less than every 200 feet. The routes cannot have level changes without accessibility-compliant ramping. The ground surface must be firm, stable, adequately drained, and slip-resistant. Visible warnings are required for any hazardous vehicular areas, sculptures, bicycle racks, and monument signs. Any gratings must have spaces with a maximum of ½" width with the long dimension perpendicular to the direction of travel.

Public parking at the branch libraries, if required, will be guided by land use surveys and will meet or exceed requirements of local codes and American National Standards Institute (ANSI) and Americans with Disabilities Act (ADA) standards. Accessible parking must be clearly marked with a sign displaying the universal symbol of accessibility, a wheelchair symbol in white on a blue background, and must be located where it cannot be obscured by a parked vehicle or other object.

Landscaping and Fencing

Site plantings will include local plants. Trees that drip, drop berries, or produce large quantities of leaves that require raking should be avoided as should flowers that stain walkways, create slipping hazards, and/or are likely to be tracked inside the building. An automatic irrigation system equipped with a rain sensor should be provided.

To help maintain the exterior, hose bibs and electrical outlets must be placed at regular intervals around the building for exterior connection purposes. Hose bibs should be lockable. The electrical outlets should be protected from the elements and be lockable to prevent unauthorized access by the public. If necessary, outlets shall be recessed into the exterior wall, have a flush-mounted lockable cover plate, and be controlled by a switch that is inside the library.

A flagpole with adjustable clips for a flag and a vandal-resistant locking mechanism should be provided for a flag sized three feet by five feet.

Fencing, if required or otherwise appropriate, shall be of solid steel pickets, without sharp points. Designs and materials will not include chain linking, tubing, wood, plastics, and razor wire. The library must observe the fencing regulations issued by the Department of Consumer & Regulatory Affairs (DCRA). Approval for fencing must be achieved through the permitting process.

Lighting

Facade : Building facade illumination shall amplify the library's presence as an important civic and community building. An even light distribution on the facade will be augmented by accent lighting for features such as public art and entrances. All fixtures shall be easily

accessible for maintenance. For cost and operational efficiencies, the number of different types of lamps will be kept to a minimum.

Security : Exterior security lighting will include adequate illumination in the parking lot and by the entrances (both public and staff entrances). Automatic lights controlled by photocells are preferred. The capability of leaving one or two strategically placed light fixtures on throughout the night to discourage vandalism and burglary is required. The wiring pattern of the branch must accommodate this requirement.

Exterior pedestrian areas such as steps, ramps, paths, plazas, doorways, and potential hiding areas shall be adequately lit for safety and security. Service entrances, ramps, walkways, materials return slots, and parking areas must be well-lit for security and safety. The minimum lighting level should be five-foot candles. To minimize vandalism, avoid use of light fixtures that are mounted low or flush with the ground. Lights will be positioned to minimize glare on adjacent properties.

Parking

Automobiles : Public parking at the branch libraries, if required, will be guided by land use surveys and will meet or exceed requirements of local codes and ANSI and ADA standards. Parking, if any, for library customers is adjacent to the building. Where feasible, provide only standard size parking spaces for safety. Walkways are provided between rows of parking spaces. Excellent visibility must be provided for drivers and pedestrians at the entrance and exit to the parking area.

Parking spaces for disabled customers are closest to the public entrance and are immediately adjacent to walkways to the building. They do not require their customers to cross driving areas. The size and number of these spaces conform to local requirements.

The passenger pickup/drop-off site and spaces for delivery vehicles are located a safe distance from the entrance/exit of the parking area.

Any parking area should be surfaced with a slip-resistant material that will minimize tire squeal. If tiles or similar materials are proposed as pavers for portions of the parking lot, consider slipping hazards (both for drivers and pedestrians), especially when the pavers become wet.

Parking lot lights shall be controlled by timers or photocells so that all or portions of the lights can be turned off at appointed times. Parking lot lighting will use high cutoff fixtures. Lights will be positioned to minimize glare on adjacent properties.

Bicycles : Provide a bicycle rack (long ribbon or loop style with galvanized finish) for a minimum of ten bicycles that will allow bicycle frames and not the wheels to be locked to the rack. The rack should be positioned close to the entrance, but not interfere with pedestrian traffic flow. It should be in a visible, well-lit location for theft prevention. For ease of maintenance, consider using a rack with a stainless steel finish.

Trash and Recycling

The library must observe the recycling regulations as required by the Mayor's City Recycling Program. Each agency is required to recycle 45 percent of mixed paper, cardboard, and

ink cartridges. Hazardous waste disposal, if any, must be managed in accordance with the regulations issued by the appropriate regulatory agency.

Heavyweight, large trash receptacles with ashtrays should be provided adjacent to public entrances. The style should complement the exterior of the building.

Other receptacles for trash and recycling are located away from any main parking area, but are conveniently situated for staff and service vehicles. A screened and enclosed trash area should be provided near the staff/delivery entrance. Sufficient storage space for recycling bins, in a separate enclosure, should also be provided. Considerations should be given to aesthetics, proximity to neighbors and easy access by library, custodial, and sanitation staffs.

General Architectural Considerations

All work on District-owned or library-owned property must be approved by the District of Columbia Department of Consumer and Regulatory Affairs (DCRA). Agencies that contribute to the DCRA design-drawing approval process include, but are not necessarily limited to, the District's Department of Transportation, Department of Health (including its Watershed Protection Division), and the District of Columbia Water and Sewer Authority. Also, depending on the location of the site within the District, the National Capitol Planning Commission and the U.S. Commission on Fine Arts may have roles in design approval. Designs should meet the requirements of these and other Commissions with jurisdiction, as well as all applicable District and Federal codes and ordinances.

All branches will meet or exceed applicable codes regulations and library policies on accessibility.

Community Compatibility

Building designs should be compatible with the prevailing or anticipated character of the surrounding structures, unless there is a compelling reason for the branch to be different from existing or anticipated architectural styles. Designers should consider the branch from a master planning perspective for the neighborhood.

Sustainability Considerations

The building should be designed and constructed using environmentally sensitive design and construction methods. Wherever feasible, it should showcase energy and water conservation features, and use recycled and nontoxic building materials. The architect is encouraged to achieve as many of the U.S. Green Building Rating System points as economically feasible.

Library Signage and Identity

Exterior and interior signage and graphic elements must comply with current DCPL signage and branding guidelines.

Signage identifying the library will be prominent, well-lit, and well-designed. This signage will be adequately sized to create a visual marker that is highly visible to pedestrian and vehicular traffic. The signs should be readily readable during the day and night by pedestrians and from cars or buses passing on the streets. The building address number should be included in the exterior signage package.

A branch identification plaque will be near the public entrance. It should identify the library, date of construction, and appropriate public officials in accordance with approved DCPL policies.

A lighted, vandal-resistant directory recessed into the building facade will give information on branch hours, programs, and upcoming events.

Interior signage systems must maximize patrons' understanding of the branch layout, making it easy for them to find materials and services. The signage systems should effectively communicate locations, directions, and information to customers. This signage program must provide a standard way-finding system throughout the building while meeting applicable codes and using an approved, consistent, and aesthetically pleasing image. The signage system should be flexible enough to permit signs to be changed or moved easily. To the extent possible, signs should be vandal proof.

Signage must meet or exceed the requirements of the Americans with Disabilities Act. The District of Columbia is an international city, and its residents speak many languages. It is essential that the exterior and interior signage reflect the languages spoken by local residents.

Adaptability

The building's structural, mechanical, electrical, lighting, and communications systems must be designed for expansion, if feasible, as well as changes in internal uses and layout. Flexibility will be highly valued in designing the building interior. A 20-year horizon will be used as a minimum when envisioning initial and potential layout changes, based on factors such as anticipated community demographics, land use patterns, and library service and technology trends. Interior load-bearing walls and fixed furniture will be kept to a minimum. Moveable shelving, furniture, fixtures, equipment, and partitions will be used as much as possible.

Building Envelope

A branch is a civic building that will be used at least 50–75 years. Therefore, materials used for the facade, as well as for the structure and interior, should be durable and easily maintained. Locally and/or readily accessible materials should be considered before materials that are difficult to obtain.

The building envelope protects the branch from potential damage caused by environmental conditions such as rain, snow, humidity, organic matter, ultraviolet radiation, temperature changes, and wind. The exterior envelope shall meet or exceed energy code requirements and other applicable code standards.

Exterior Cladding Systems

There are many possible exterior cladding systems for urban branches; however, architects should use traditional systems that can be easily repaired and maintained over the life of the branch. Such systems include concrete, masonry unit, metal, brick, and cement-based finishes.

When using architectural concrete as the exterior finish material, special consideration shall be given to the design and location of expansion and control joints, the texture of exposed surfaces, cold joints, form work, and other aesthetic considerations. Special curing requirements must be utilized to minimize efflorescence and other aesthetic concerns. When using brick, concrete masonry units, and dimensional stone, a grout mud base is preferred over thin-set veneers. The anchoring of exterior masonry finishes to the building's perimeter wall is of special importance for adequate long-term performance and in seismic events.

Metals should be used only if they provide the best alternative to meet specific project criteria such as energy performance standards, design intent, construction costs, or other significant factors. The overlap of any metal cladding systems shall be done so as to protect the building from water, moisture, and wind infiltration.

Wood, if used, should be limited to trim, accent, and exterior fenestration. The use of wood siding as the prime exterior envelope system is not recommended.

Glass or glass block cladding systems are not generally recommended unless the design intent or other significant factors advocate the use of glass or glass block cladding systems, the previous performance history of the system has been positive over an extended period, and strict performance warranties are incorporated into the specifications. The use of glass or glass block with cladding systems based on other materials, however, is encouraged for providing access to natural light and creating open and welcoming interiors if safety, visual privacy, and energy efficiency concerns are appropriately addressed.

Exterior insulation systems are not recommended. If design intent or other significant factors advocate the use of exterior insulation systems, strict performance standards and warranties shall be incorporated into the specifications for these types of finishes.

All exterior paints and special coatings shall be of high quality. Architects shall select these products based on past performance and ease of maintenance.

Anti-Graffiti Coatings

In addition to a hard texture that is not easily scratched, exterior walls should be graffiti resistant. Anti-graffiti coating will be applied on all exterior walls to a minimum of 12 feet in height. Usually, anti-graffiti coatings will affect the color of the exterior walls to some degree. It is important that color-change be taken into consideration when specifying how high the anti-graffiti coating will be applied to avoid demarcation lines on the building. Anti-graffiti film should be included on all glass doors and windows below 12 feet. In unsupervised spaces such as lobbies, the film should be placed on both sides of the glass.

Roofs

Roofs should be clad with systems that are compatible with planned or existing aesthetics of branches. Roofs should comply with all “green roofing” specifications. Specifications for roofing systems shall provide for a full-value 20-year labor and materials warranty with no dollar limit from the roofing manufacturer.

Flat roofs shall be avoided. All roofs shall have adequate positive slopes, preferably greater than 1:20, and drainage capacity must exceed code minimums.

Skylights are not recommended. A clerestory may be allowed in some circumstances.

Covered Entries and Awnings

Covered entries and/or awnings will be provided for the Public Entrance, the Staff Entrance, and Materials Return Units attached to the building.

The Materials Return Units shall be specialty fire-rated assemblies, when built into the exterior wall, and shall be flashed appropriately.

Fenestration

Window systems and doors are important design feature of the branches. Windows can provide interior spaces with daylight, views to the outside, psychological comfort, cooling and ventilation. The placement of windows shall maximize natural lighting without exposing materials or equipment to direct sunlight and without unduly increasing heat gain. Window systems should have a warranty period of at least 10 years.

Frames for windows should be of aluminum, steel, or wood. Materials such as PVC and polymer-fiber composites are not recommended at this time because they lack proven longevity and durability.

Glazing should be employ double-glazed systems. Tempered safety and fire-rated glazing shall be specified where required or needed.

Energy efficiency standards should be met or exceeded when selecting profiles and materials. Windows shall be certified for minimum shading coefficient values.

Operable windows shall be designed with security and safety as important considerations. Operating windows should be of types that are easy to operate but built with security considerations for the protection of library customers and materials. Windows in children’s areas may have special operation, size, and height requirements for safety and security reasons. Operable windows shall be within a monitored line of sight or placed out of reach.

Operating Efficiency

The building systems will be selected for life cycle costs as well as durability. Energy efficiency and ease of maintenance are very important factors for the library. Equipment selected for use by staff and the layout of work areas will address cost effectiveness as well

as high quality service.

The interior layout of the building will allow for staffing efficiency in serving the public. Where practical, service desks will be combined. For example, in some instances there might be a Circulation Services Desk and an Information Services desk from which patrons of all ages can receive assistance in locating information and using library resources. In other instances, the Circulation Services Desk might be a combined service point with information services staff for either adult services or children's services. Combining service desks might reduce operating costs, but care should be taken to maintain high quality customer service. Sightlines must permit effective visual monitoring of public areas. The location of staff areas, where possible, will afford quick access to public service desks when backup staffing is needed.

The interior layout of the building must support and encourage customer self-service. This includes, but is not limited to, self-check out of library materials, self-retrieval of items placed on reserve, and browsing of materials that have just been returned by other library users. Interior signage systems should maximize patrons' understanding of the branch's layout, making it easy for customers to find materials and services. The signage systems should effectively communicate locations, directions, and information to customers. This signage program must provide a standard way-finding system throughout the building while meeting applicable codes and using an approved, consistent, and aesthetically pleasing graphic image. It should also facilitate use of the branch by community residents who speak languages other than English.

Security

A security-conscious exterior building design and landscaping layout are important. Avoid nooks and crannies in the footprint of the building to prevent people from hiding or sleeping in those areas.

Digital security cameras and an alarm system will be fully integrated into building operations. The appropriate electrical and communication conduits must be provided in the exterior for security cameras. The security system must be linked to a central monitoring station, most likely to be located at the new Martin Luther King, Jr. Memorial Library. The surveillance system and all other security systems must be designed by a qualified security consultant or by working directly with a system vendor.

Generally, locking gates will be used to control the use of parking lots after hours. The staff's ability to easily open, secure, and close the gates should be considered in the design. Materials shall be of solid steel pickets and will not include chain linking, tubing, wood, plastics, and razor wire.

General Library Interior Considerations

Public Service Areas

All public service desks are designed to be patron oriented. It is critical that counters and work stations are inviting, easy to use, and do not present either physical or psychological barriers. Consideration should be given to using adjustable-height service desks. All patrons service points shall have appropriate queuing, seating, and counter spaces. The staff must be

able to move easily from behind counters or work stations to offer assistance to customers. All patron work and reading areas are to be “patron friendly” to people of all ages, sizes, and abilities and fully accessible to wheelchairs, electric convenience vehicles, and other mobility devices. Every area is characterized by warmth, openness, and suitability to the target audience and activity through its furnishings and equipment. This is especially true for the Children’s and Young Adult areas, which offer distinctive environments attractive to these audiences. Signage is clear, attractive, and conveniently located. Staff assistance is readily available to customers.

Customers are able to see major service desks and areas from the entrance. When this is not feasible, clear and appropriate directional signage is provided. Attractive, easily read signs clearly identify patron service points and collections. Standard signs indicate the different collection areas and the range of the classification system or the alphabet that can be found in each aisle or section of shelves.

Visual control of all public service spaces throughout the facility is critical to library operation and the security of customers, staff, and physical assets. Security of customers and staff will be considered in the interior design, building design, and layout of furniture, fixtures, and equipment. Avoid nooks and crannies in the building to prevent people from hiding or sleeping in those areas. Wiring for security cameras in public and staff areas, including all entrances to the building, should be provided. Entry to staff areas will be by keypad and/or keycard access.

Public service areas should encourage customer self-service. This includes, but is not limited to, self-check out of library materials, self-retrieval of items placed on reserve, and browsing of materials that have just been returned by other library users.

All aisles are obstacle free and easily accessible by wheelchair or electric convenience vehicles. The main aisle or concourse is wide enough to accommodate two-way traffic and afford an unobstructed view of the Adult Services Desk, Children’s Services Desk, and/or Circulation Services Desk. Aisles between stacks and around tables and work stations provide unhampered access by wheel chairs or other mobility devices.

All areas housing the library collection are open stacks with accessible aisles and no dead ends. In adult collection areas, the top and base shelves generally are left unused for accessibility and possible collection expansion. In some branches, community needs may be best addressed through the interfiling of the Nonfiction Collection for adults and the Juvenile Nonfiction Collection.

Public access catalogs, study tables, and reading chairs are interspersed throughout the building and within easy access from shelving and display fixtures. Stacks are spaced far enough from seats and traffic lanes so that customers using the collection, walking past the collection, and persons using chairs (whether seated or getting in or out of them) do not obstruct or interfere with one another.

Wireless Internet access should be available in all public service areas. Library users with their own laptop computers or wireless devices should be able to access the library catalog, licensed databases (with appropriate password authorization), and the Internet. The wireless network will also facilitate the lending of laptops for in-library use as well the provision of library programs or training in the meeting room, story room, conference room(s) and/or study room(s).

All restrooms are to be ADA-compliant. All public restrooms are equipped with changing counters. Three public restrooms (female, male, and assisted care/unisex, where possible) are accessible from the Lobby and/or other areas, but not from the Vestibule. A restroom, visible from the Children's Services Desk, for small children and an accompanying parent/caregiver is accessible from the Children's Services Area.

Nonpublic Areas

The building contains one primary area for staff workspaces and an office for the Branch Manager. The Staff Workroom includes circulation support functions as well as work areas for Adult Services staff and Children's Services staff.

All staff offices, staff lounge, and workrooms, and related areas are fully handicapped accessible (i.e., ADA-compliant) and wired for future telecommunications and electrical needs. The Staff Lounge and most work areas have outside windows. All staff areas have acoustical features to minimize noise pollution. Staff enters and exits the building through an exterior door for staff and deliveries. Within the building, each work area can be reached from the public service area. For staff, one or more unisex staff restrooms are conveniently placed near the Staff Lounge.

There is one strategically located, small storage closet in addition to the General Storage Room. The small Storage Closet is within or adjacent to the Staff Workroom. This closet provides storage for supplies and other work support items. The larger General Storage Room is near or adjacent to the Staff and Delivery Entrance. This room provides long-term storage for supplies, items in transit, and large items. At least one Custodial Services Closet is strategically located for general efficiency and for quick access during urgent cleanup tasks.

Building Systems

Branches should be designed as intelligent buildings with computerized systems monitoring and controlling building operations, including security monitoring, lighting, life safety, and air-handling functions. Systems selected for the branch should be efficient, durable, and easy to maintain.

Lighting

The importance of appropriate lighting levels throughout the building for reading and viewing purposes cannot be overemphasized. Lighting needs vary depending on the activity occurring in the space. For example, the need for lighting will be different in areas where reading of print materials occurs as compared to areas designed for computer use or areas for program events. A variety of appropriate and flexible lighting is necessary in the building.

Shelving areas require special attention because ceiling-mounted lighting fixtures usually must be carefully coordinated with the shelving layout so that there is adequate light to read titles and call numbers on spines of books, especially on the bottom shelves. Task lights on tables should generally be avoided as a means of attaining acceptable lighting for reading purposes. However, task lighting can be appropriate in situations where computer screens and microform reader screens must be protected from glare, but customers also need light for reading and taking notes.

Controls should be in staff areas only. Interior lights should be on a master switch located in a central staff area such as the Circulation Desk or near the Staff Entrance. All lights, except

code-required 24-hour lights, should have switch off capability.

The controls should also provide for separate dimming or darkening of the Story Room, Conference/Study Room, and Meeting Room. The Meeting Room and Story Room will need to be capable of being darkened completely for the purpose of showing videos. In addition to window treatments, consideration should be given to the placement of emergency lights in relation to the projection screen.

To ensure energy efficiency, the Meeting Room, Story Room, Lobby, Vestibule, restrooms, Telecommunications Room, and heating/ventilating zones should have their own override switches.

Strong consideration should be given to using light fixtures that have long-lasting, commonly available, inexpensive replacement lamps. The number of different lamps should be kept to a minimum to reduce storage needs and costs. Fixtures that do not produce VDT glare should be used. Low voltage, high intensity decorative light fixtures should be avoided. Night lights should be placed at strategic locations to enable visual checks of the building by patrolling police officers and library security officers.

Future maintenance issues must be carefully considered, especially in relation to the number of different types of lamps and ease in replacing them, especially when designing lighting for high ceiling areas. Preferably, the lamps will be located for easy access using a standard 12-foot ladder.

Electrical and Telecommunication Systems

Maximum flexibility is required for current and future needs. The library must be able to reconfigure access to electrical and telecommunications service and electronic equipment. The design must allow easy adaptation due to rapidly changing technologies throughout the life of the building. An in-the-floor grid system will provide the greatest flexibility for electrical service and telecommunications distribution. The grid system will connect all building areas to the Telecommunications Room, as well as to the electrical panels located in compliance with applicable codes. A raised-floor system is not necessary. The library is expected to comply with the most recent guidelines issued by the DC Office of the Chief Technology Officer.

Easily reached, concealed wiring is strongly preferred. Conduit should be sized for future upgrades. Ample electrical outlets and conduits should be placed throughout the building. These items should be in designated computer areas and all public areas.

All electrical and data outlets must be flush mounted for hazard reduction and flexibility reasons. Floor monuments shall be flush mount, fully adjustable and with a minimum of two, one-inch conduit openings each, unless otherwise specified.

Wireless technology is a preferred alternative over standard telecommunications cabling. Some equipment and technology that may require special attention includes photocopiers, overhead projection equipment, laptop projection, ceiling or wall-mounted screens, teleconferencing, sound systems, and public address systems.

Aesthetic details involving electrical and data conduits are very important. Wire mold/raceway/conduit used to provide electrical and voice/data outlets at all public service desks

and computer areas must be boxed in and hidden from view yet readily accessible for repair and maintenance. Two-inch-wide grommets on desks, tables, and counters must be provided for access to outlets that are under the work surfaces. The use of transformers on many equipment items requires consideration of the spacing of electrical outlets for service desks and computer locations.

Each computer station requires a minimum of one quad electrical outlet and one data conduit wired with state-of-the-art cables for two data terminations and one voice termination, labeled appropriately.

For the above reason, it is very important that if wire mold/raceway/conduit is used to feed several computer stations for public and staff use, the raceway should be large enough to hold all the cables needed to properly wire all stations and thus avoid the daisy chain effect. It is extremely important that the siting of electrical and data outlets be carefully coordinated with the furniture layout and with the assumption that study tables will be wired for laptop computer use.

Full telecommunications capability and a sound system should be provided in the Meeting Room, along with built-in speakers, amplifiers, and wall jacks. Cable television access to the building, with an outlet for a television set, should be provided in the Meeting Room, the Story Room, and the Staff Lounge.

Heating, Ventilation, and Air Conditioning

A multi-zoned heating and cooling system will be used to provide flexibility in adjusting temperatures from zone to zone according to uses, room orientations, and hours of operation. The system should be controlled by a central time clock with bypass switches to enable each individual HVAC unit to operate after-hours if needed. The bypass switch for the Meeting Room should be accessible, even when the rest of the library is closed. The other bypass switches can be grouped and installed in a centralized location, such as the Staff Workroom or Telecommunication Room.

The locations of equipment and air intake units should protect them from vandalism and provide quality air intake conditions and efficient operations.

Adjustable thermostats should be provided. Locking covers for thermostats must be provided in all public areas to prevent unauthorized temperature adjustment.

The cooling needs in heat-producing or heat-sensitive areas, such as the Telecommunications Room, need careful consideration. Although a dedicated unit serving such areas is not mandated, local conditions may make it advisable to provide dedicated units for these areas.

Security

Special attention should be given to vandalism and illegal entry problems. Outside lights should be on photocells and timers. Intrusion alarms, motion sensors, panic buttons, and smoke and fire alarms should be included in the design.

The security alarm system must be capable of allowing certain portions of the building, such as the Meeting Room, to be turned off for after-hours access while protecting other parts of the building.

Conduits and electric outlets should be provided for the installation of both exterior and interior security cameras.

Panic buttons, tied to the security system's auto dialer to a central library security telephone number, should be provided. The panic buttons should be installed at the following locations: Circulation Desk, Adult Services Desk, Children's Service Desk, Staff Workroom, Manager's Office, and Staff Lounge.

Individual door alarms must be placed on all emergency exit doors that are accessible to the public. These alarms are in addition to and separate from the intrusion alarm system that protects the building. These alarms will alert staff to unauthorized use of the emergency exits. Staff should be able to identify which alarm has been triggered and control the alarm system from a central location, preferably the Circulation Desk.

An intrusion alarm keypad should be located near the Staff and Delivery Entrance for ease of access. If a second control panel in the public entrance area is needed for after-hours access, consider the possibility of vandalism when locating the keypad.

A discreetly located and mounted doorbell should be at the staff entrance, with the bell to sound in the Staff Workroom and the Circulation Desk area. A wide-angle security peephole at the Staff and Delivery Entrance door should be provided if no vision panel is included on the door.

Locks, Keying Systems, and Safe

The building will include a card access control system. It will require one computer server located in the Telecommunications Room. The software shall allow for the library to control employee access to doors through the programming of the restricted database feature on the access control system software. The system shall provide for the capability of remote access database management. Card readers shall be connected to locking devices on doors to be specified by the library. The system shall include "fail secure" door locks. In the event of a power failure, all doors will stay latched. The system shall include a UPS to ensure up to four hours of continuous use in the event of a power failure. All door locks and hardware must comply with library specifications.

A safe, preferably a wall safe, should be located in either a closet in the Staff Workroom or, if necessary, in the Branch Manager's Office.

Fire Alarm and Fire Suppression

The fire alarm and suppression systems must comply with all applicable DC fire codes and ordinances and the guidelines found in the DCPL-issued disaster protection and prevention plan. The fire suppression system throughout the library will be a dry pipe system, except in the Meeting Room where the fire suppression system is a wet pipe system. An auto dialer is provided to enable the monitoring of the fire alarm system by an off-site central station to be selected by the library.

Locked covers over the fire alarm pull stations must be provided to prevent library customers from accidentally or intentionally activating the system.

Space Descriptions – Public Areas

Public Entrance and Vestibule

Functional Activity Description

There should be only one easily identifiable Public Entrance to the building which must be visually prominent and inviting to customers and passersby. Access should be easy for pedestrians, including persons in wheelchairs, and for people entering from the parking lot, if any.

The library should ensure that pedestrian crosswalks, traffic lights, stop signs, and other mechanisms to control vehicular traffic are in place to facilitate the safety of everyone approaching or leaving the library. Public safety and convenience are of primary importance. The Public Entrance should consist of a pair of automatic or power-assist-option doors for patron convenience opening into the Vestibule. A second set of automatic or power-assist-option doors, set far enough apart to create a weather vestibule and to allow for universal access is also provided. The Lobby should be an inviting space that welcomes the public to the library. The interesting use of light, space, and graphics should illustrate the building's theme. Public art and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

The Vestibule aids energy efficiency and is an initial arrival space that introduces customers to an enjoyable and productive library experience. It is an inviting space with warm colors, radiant lighting, and a high ceiling. The double set of self-opening doors, which have large amounts of glass, are easily operated by children and persons with disabilities. The area is uncluttered and without racks or other units for the distribution or collection of items such as flyers and donated books. Space for these items may be provided inside the Lobby. The Vestibule is air-conditioned and has a replaceable wall-to-wall walk-off mat and a patron-counting device, if a counter is not provided as part of the library theft-detection system.

The Vestibule also is used by the library system as a space for communicating with customers. A lockable wall-mounted bulletin board/display unit with a light is provided for this purpose, in addition to the directory mounted on the building facade adjacent to the public entrance. The Vestibule and Lobby operate together as one space with two distinct areas for specific activities. Both serve as "arrival spaces" for customers, allowing them time to move psychologically into the library experience and begin orienting themselves to the building and its services.

Location and Adjacencies

The Public Entrance is located at a highly visible point convenient to pedestrians and customers using automobile parking.

The Vestibule occupies the space adjacent to the Public Entrance doors and the Lobby. Access to the Exterior Materials Return Units is provided if these units are located adjacent to the Vestibule, but without access from another interior space such as the Circulation Workroom.

Primary Furnishings and Components

The Vestibule is neat and uncluttered.

Building Directory : A lockable wall-mounted display unit is installed for display of a floor plan and a directory of major spaces and service points within the building.

Dedication Plaque : A wall-mounted dedication plaque is prominently located in the Vestibule, if not located on the building exterior. It identifies the library, date of construction, and appropriate public officials and other acknowledgments as necessary.

Information Display Unit : A lockable wall-mounted display unit is installed for library use in promoting services, meetings, programs, etc.

Seating , Bench : One or two benches for brief use by customers, if space allows, are situated for visibility to and from the drop-off/pickup area. For example, while seated at the benches, customers who are waiting for rides can see if their drivers have arrived.

Lobby Area

Functional Activity Description

The primary functions of the Lobby Area (and Vestibule) are to provide a formal entrance and arrival space for the facility. Ideally, immediate access is also provided to spaces such as the Meeting Room and the Public Restroom(s). The Lobby is an orientation area for customers that gives them time, space, and information to become informed about the library's layout. The Lobby's shape, area, sightlines, overall ambiance, and space adjacencies signal expected behavior and service philosophy, while also communicating the building's layout and service points through appropriate signage.

The Lobby permits a comfortable traffic flow for customers entering and exiting the building and using the Public Restrooms and the Meeting Room. It also provides areas for the materials theft detection equipment, photocopy machines, and a paper management system for neatly displaying community flyers, library brochures, and other materials.

The Lobby provides access to the Meeting Room and the Public Restrooms. This configuration allows these areas to be contained in a secure zone inside the library's interior--but away from the collections, computers, and offices, permitting their use during nonpublic service hours. A floor-to-ceiling security gate should be utilized for safeguarding the facility's interior during Meeting Room use when the library is closed.

In some branch libraries, it may be appropriate to allocate space for a coffee cart or for vending machines. If so, small tables or a counter should be provided for customers who wish to enjoy their beverage or snack. Wireless Internet access in this area is highly desirable.

Location and Adjacencies

The Lobby is adjacent to and entered from the Vestibule. Acoustical finishes and possibly a glass wall should be used to limit noise penetration into other public service spaces. The Circulation Desk is located adjacent to and visible from the Lobby Area. The access route to Children's Services is near to and visible from the Lobby. The New Books display often is near to and visible from the Lobby.

The Meeting Room, where feasible, is adjacent to and entered from the Lobby, for visible supervision of the entrance by staff at the Circulation Desk. If this is not practical, the entrance to the Meeting Room is visible from at least one public service desk that is staffed during times when meetings and events are held.

The Public Restrooms, where possible, are adjacent to and entered from the Lobby, for visible supervision of the entrances by staff at the Circulation Desk. If this is not practical, the entrances to the Public Restrooms are visible from one or more other public service desks.

Theft detection stanchion units housing antennas are situated between the Circulation Desk and the doors leading to the Public Restrooms and/or Meeting Room. A glass wall or other transparent barrier is required to prevent materials bypassing the theft detection system. The wall or barrier requires customers to exit the library through the aisles between the stanchions.

The stanchions are clearly visible to staff working at the Circulation Services Desk, but are located a sufficient distance from computers to avoid interference. The antennae are enclosed within stanchions spaced so as to provide ADA-compliant ingress and egress.

Primary Furnishings and Components

The Lobby is primarily a transit and transition area. Furniture, equipment, and other items are kept to a bare minimum.

Materials Theft Detection System : The stanchion units housing antennas for the theft detection system are located inside the Lobby between the Circulation Desk and doors leading to the Public Restrooms and Meeting Room. The stanchions create aisles that are clearly visible to staff working at the Circulation Services Desk. The stanchions are located a sufficient distance from computers to avoid interference. The antennae are enclosed within stanchions spaced so as to provide ADA-compliant ingress and egress.

Paper Management System : A paper management system is located in the Lobby. This unit(s) is designed to efficiently store and display community information, flyers, and other documents available for passive distribution in accordance with established library policies. The wall-mounted fixture or a counter is located in a visible area that does not obstruct patron circulation flow through the Lobby, use of the Interior Materials Return Units, or other activities.

Drinking Fountains : One or more drinking fountains, depending on accessibility codes, are located on the wall adjacent to the public restrooms.

Circulation Area

Functional Activity Description

The Circulation Area provides space for the Circulation Desk, Self-charge Machines, Self-service Reserve Pickup Shelves, Just-returned Shelves, and Adult Services Desk (when combined with the Circulation Desk). Sufficient space is provided for customers passing through the Circulation Area as well as queuing for transactions.

The primary function of the Circulation Area is to efficiently handle the circulation of the library's materials. This includes the following tasks

- Library customers checking-out library materials at the Circulation Desk and self-checkout units.
- Library staff completing routine business transactions such as registration, payment of fines and fees, processing holds and reserves, etc.
- Library staff checking in returning borrowed materials.
- Library staff sorting various materials.
- Library staff reshelving the collection items in their proper locations.

Location and Adjacencies

The Circulation Services Desk is located immediately inside the public entrance to the library. The service counter is clearly visible to customers entering and exiting the library through the Lobby. Where possible, it is located on the right as customers enter the library through the Lobby. Conveniently placed self-sort material drops permit customers to return their materials before passing the Circulation Services Desk. The Circulation Services Desk is near to and has visual contact with the Self-checkout Stations, the Self-service Reserves Pickup Shelves, the New Materials Display Shelves, and the Express Catalogs. The Adult Services Desk and the Children's Services Desk are within view of the Circulation Desk. Self-checkout stations are located within view and access of staff at the Circulation Services Desk. The self-checkout stations are positioned so that they are the preferred service point for checking out library materials. In very busy libraries, a self-checkout station may also be located in the Children's Service Area.

Primary Furnishings and Components

Circulation Desk : Work stations at the Circulation Desk allow staff to face the customers and to see the library's interior. Situated so staff cannot be approached from behind by the public, the modular work stations are designed to accommodate varying workloads caused by check-in and check-out functions. Whenever possible, an adjustable height desk should be provided.

The check-in stations are positioned so that customers can move easily to the counter through the theft detection stanchions (security gates). A cashier station is easily accessible for people who need to pay fines or fees or make purchases. Consideration should be given to providing customers the option to pay fines or fees with a credit or debit card.

Other equipment located at or near the Circulation Desk includes items such as security cameras, alarm buttons, fire alarm panel (annunciator), the public address system, and the central lighting control panel.

The staffed check-in stations allow staff to greet customers who are returning materials. The staffed check-out stations, facing the library's interior, are positioned for natural queuing after customers select their materials. If an adjustable-height desk is not provided, then the height of at least one station accommodates customers in wheelchairs and smaller children.

Self-checkout Stations : The Self-checkout Stations should be positioned so that they are the preferred way to check out library materials. In very busy branches, a self checkout station may also be located in the Children's Service Area. Ideally, the Self-checkout Station would permit customers to use a credit or debit card to pay outstanding fines or fees. **Self-service Reserves Pickup Shelves :** Self-service Reserves Pickup Shelves facing the public service area are provided for self-service patron access to items placed on hold and awaiting pickup. In sight of, but apart from, main traffic areas, the location is near the Circulation Services Desk.

Just -returned Materials Shelves : Shelves for just-returned materials also face the public service area so customers can easily select items for borrowing. The just-returned shelves are in sight of, but apart from, main traffic areas. The location is near the Circulation Services Desk. Whenever possible, the shelving on which the just-returned materials are located is adjacent to the Staff Workroom.

Express Catalogs : Public access computers limited to catalog access are visible from the Lobby and near the Circulation Services Desk and the New Materials Display. The computer stations are positioned so they do not block aisles. However, their screens face the aisles. (ADA-compliant computer stations are conveniently located for customers using wheelchairs or electric convenience vehicles.)

Public address system equipment is located in this area so that Circulation Services staff can make announcements throughout the building.

Security and alarm notification devices for the building, including doors for staff entry and receiving deliveries, are also located in this area.

Two interior material return units are located in or immediately adjacent to the Circulation Services Desk. Multiple slots allow self-sorting by customers.

Adult Services

Functional Activity Description

Adult Services provides customers with access to staff who provide information services and access to the adult collections, study seating, and Public Access Computers. Adults and young adults consult reference and circulating materials as well as electronic resources to find answers and to locate items for study and personal use.

Included in Adult Services are the Adult Services Desk, Public Access Computers, study seating, several collections, and public photocopiers.

Location and Adjacencies

Adult Services is located so that customers can see the Adults Services Desk shortly after entering the library.

It is important that parts of Adult Services are located away from noisy, high-traffic areas so that appropriate study and reading environments are available to customers.

Adult Services Desk

Functional Activity Description

The Adult Services Desk is a primary service point in the branch. The Desk serves as a base from which the staff provide adult customers with reader's advisory services and assist them with searching and accessing reference books, the Internet, and electronic databases.

In some branches, the Adult Services Desk is combined with the Circulation Desk and/or the Children's Services Desk, the other primary focal points for patron service. The Desk is patron-friendly in design and counter heights, and whenever possible, an adjustable-height desk is provided. The height of at least one work station accommodates customers and staff in wheelchairs, if an adjustable-height desk is not provided. The Desk is positioned for natural queuing by customers waiting for service.

Work stations at the Adult Services Desk are positioned to allow staff to face and greet customers and to see the interior of the Adult Services area. Situated so staff cannot be approached from behind by the public, the work stations are designed to accommodate

varying workloads. Typical equipment on the Adult Services Desk includes items such as computer keyboards and swivel-based screens, telephones, and brochure holders for library information. The Ready Reference Collection may be located behind the Desk for convenience.

Location and Adjacencies

The Adult Services Desk is visually prominent and easily approached by customers. Its location affords visual access to equipment, study areas, and materials for service and supervision by staff working in the Adult Services Area. The Adult Services Desk also has visual contact with other service points.

The location of the Adult Services Desk provides convenient access to all areas of the adult collection. The location should enable staff at the Adult Services Desk to use the Nonfiction Collection to supplement reference resources and to assist customers looking for materials. The Adult Services Desk is in clear view of and near the computer work stations for adult customers, allowing convenient supervision and assistance from staff. Ready reference materials are stored on shelves adjacent to or directly behind the desk, within reach of the staff. Telephones, Public Access Computers, a networked printer, and a photocopy machine are all conveniently located near staff. The service desk and adjacent shelving and equipment are positioned so that the staff face the customers and cannot be approached from behind. All adult reference resources are located near the Adult Services Desk.

Primary Furnishings and Components

Adult Services Desk : The shape of the Adult Services Desk allows the staff to come to its front to assist customers. The Adult Services Desk is in clear view of and near the computer work stations for adult customers, allowing convenient supervision and assistance from staff. Acoustical features in the ceiling and the desk itself reduce noise from ringing telephones and patron/staff conversations. Drawers, shelves, and files under the counters hold frequently needed supplies and ready reference information.

Computers , Staff : One networked computer, which prints to a networked printer, is provided for every staff workspace at the Adult Services Desk. The swivel-base computer screens are mounted on top of the desk.

Collections

READY REFERENCE MATERIALS: Ready reference materials heavily used by staff or subject to theft are located on shelves within, immediately behind, or adjacent to the Adult Services Desk.

Public Access Computers

Functional Activity Description

Public Access Computers are used by customers to access the library catalog, databases and other electronic information resources, and the Internet. Lengthy sessions are likely for these work stations. Public Access Computers should be configured to print to a remote copy station.

Public Access Computers should be managed by a flexible software reservation system which allows customers in the library to sign up for the next available PC. The reservation system should also allow people in the library and at remote locations to reserve a PC for a specific date and time.

Express Catalogs strategically located throughout the building offer only catalog access. These computers are used for quick searches.

Location and Adjacencies

At least one set of Public Access Computers is located in Adult Services for convenient patron and staff access while using the collections. As needed, Express Catalogs are situated near major collections. The computer stations are positioned so they do not block aisles. However, their screens face the cross aisles.

ADA-compliant computer stations are conveniently located for customers using wheelchairs or electric convenience vehicles.

Primary Furnishings and Components

Chairs , Technology

Computers , Public Access

Work stations , Technology : Adjustable height sit-down and stand-up units.

Public Copiers

Functional Activity Description

Public Copiers are used by library customers to copy library materials or their own documents.

Location and Adjacencies

One copier station is visible from the Circulation Desk. If additional copiers are provided, each one should be visible from a public services desk.

The public copiers are located just off of the main traffic path. The copier station is convenient for staff at the Circulation Desk because they will provide supervision and assistance. The public copiers should also be convenient to customers using the Adult Services Area and the Children's Services Area. More than one public copier location may be required.

Acoustical treatment may be required since the copier is located in an open public area. A dedicated electrical line and a telecommunications line are provided for each copier. The layout of the area must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the area for change machines, card vending machines, and other equipment as necessary. There must be a logical way for customers to queue either inside or just outside the area during busy periods.

Primary Furnishings and Components

Copiers : Black/white and color

Document Preparation Counter

Modular Acoustical Panels

Seating

Functional Activity Description

Adults and young adults use this space for consulting reference and circulating materials,

studying, and reading.

Location and Adjacencies

There are several groups of adult study seating in the library, adjacent to shelves containing adult materials. The locations of these areas, along with acoustical features and treatments, provide a range of environments that minimize noise from photocopiers and other equipment and high activity sites such as the Circulation Desk, the Adult Services Desk, the Young Adult Area, and the Children's Services Area.

The book stacks and furniture and equipment are arranged as a buffer to patron seating so customers can have spaces for quiet reading, study or undisturbed thought. All seating areas have sightlines from the Adult Services Desk and/or high-traffic pathways.

Study Seating

Study seating for adults is provided in three areas. One area is adjacent to the Reference Collection and close to the Adult Services Desk. Acoustical features and treatments minimize noise from activity at the Adult Services Desk.

The second area of study seating is interspersed among the collections in Adult Services. The seating groups are adjacent to shelves containing materials for adults. Each area contains one or more groupings of wired study tables and chairs.

The third area of adult study seating is the Quiet Room, if provided. The location of the Quiet Room minimizes noise from photocopiers and other equipment and high activity sites such as the Circulation Desk, the Adult Services Desk, the Young Adult Area, and the Children's Services Area. The location and space provide maximum visibility from other areas of the library. The Quiet Room should be a "glass box" with at least one interior glass wall to maximize supervision. Seating is at individual tables. Casual seating may also be provided.

Primary Furnishings and Components

Seating , Casual : Soft chairs with durable and easily cleanable coverings.

Seating , Study

Tables : Tables for four individuals seated in study chairs.

Tables , Individual : Tables for individuals seated in study chairs.

Collections

Functional Activity Description

Easy public access is provided to the collections housed in Adult Services. The adult collections include New Books, Fiction Collection, Paperbacks, World Languages, and Adult Basic Education, English as a Second Language, Large Print, Nonfiction, Ready Reference, Reference, African-American Collection, Audiovisual, and Periodicals.

The New Books Display attractively features recent additions to the collection. Titles are displayed face-out to increase their visibility and appeal to customers. The area is spacious enough to accommodate several browsers at once. The aisles are sufficiently wide for comfortable movement past browsers standing at shelves. Many customers will enter this area and browse while standing, but occasionally customers will want to sit for brief periods to examine a book more closely. This area should have the appearance and feel of a modern book store, and the shelving that houses the books should be attractive display units. The shelves are within easy reach of most adult customers.

The Fiction Collection also is a browsing collection, with customers seeking items by genre, author, or title. Customers often sit to peruse several titles before selecting items to borrow. The Fiction Collection may include genre sub collections such as Mysteries, Science Fiction, and Westerns.

The Paperback Collection is a browsing collection for customers seeking materials in this format. Paperbacks are housed on display shelves, with many titles displayed face-out. The World Languages Collection is composed of books (fiction and nonfiction), periodicals, newspapers, and media materials. Community demographics will determine the size and scope of this collection in a branch library.

The Adult Basic Education (ABE) Collection includes easy-to-read materials (levels zero to eight) for adult learners as well as pre-GED and GED materials. Community demographics will determine the size and scope of this collection in a branch library.

The English as a Second Language (ESL) Collection includes fiction and nonfiction materials of interest to adults who are learning to speak, read, and write English. The collection is also used by teachers and tutors assisting others to learn English. Community demographics will determine the size and scope of this collection in a branch library.

The Large Print Collection offers a selection of popular titles in large type editions. To assist access to the Large Print Collection, the materials are located on well-illuminated shelving with wide aisles. The top and bottom shelves are not used.

The Nonfiction Collection is used by staff to supplement reference resources. Customers seek specific items from the collection after identifying them in the catalog or browsing subjects for items of interest. To improve accessibility to the items, the top and bottom shelves should not be utilized.

The Reference Collection is used by staff in assisting on-site and telephone customers. Other customers use the collection themselves to find needed information, taking one or two items from the shelves for use at study tables.

The Audiovisual Collection is used primarily as a browsing collection, and many customers select items for home use based on current availability rather than searching for a particular item in the online catalog and then going to the shelves to locate it. Materials are attractively displayed on media shelving units. The arrangement and display provides easy access to a variety of media formats such as Audio books on Cassette, Audio books on CD, Audio Compact Discs (CDs), CD-ROMs, DVDs, video cassettes, and other emerging media formats.

The Periodicals Collection provides customers with access to a selection of current magazines, newspapers, and other serial publications. Current magazines and newspapers will typically be housed on hinged, slanted display shelving with a limited number of back issues stored on a flat shelf underneath. Access to older issues and a broader set of titles is provided electronically through the Public Access Computers.

Topical displays on high interest subjects are located just off high-traffic pathways to attract customers to browse and select items of interest. These topical displays of materials are changed frequently to ensure that they are current and to offer fresh browsing experiences

for customers.

Location and Adjacencies

NEW BOOKS DISPLAY: The New Book Display Area is highly visible from the Lobby and the Circulation Desk, and located just off the main traffic path in the library. The New Books Display is also in proximity to and visible from the Audiovisual Collection because many customers will browse for new books and media materials during the same visit to the library, or while their children attend a program. The New Books Display is also located for convenient access from the Adult Services Desk.

FICTION COLLECTION: The Fiction Collection is visible from the Lobby, the Circulation Desk, and the Adult Services Desk. The Fiction Collection is located toward the front of the library for easy adult access, with proximity to the Adult Services Desk or the Circulation Desk. The Fiction Collection is in proximity to the New Book Display and the Audiovisual Collection, with clear sight lines to the New Book Display. The location permits staff at the Adult Services Desk to assist customers looking for materials and using the Fiction Collection. Seating is nearby for use by customers wanting to peruse or read books from the Fiction Collection.

PAPERBACK COLLECTION: The Paperback Collection is located just off a high-traffic pathway for easy browsing access by customers. The collection is adjacent to or near the Fiction Collection.

WORLD LANGUAGES COLLECTION: The World Languages Collection is located so that it is clearly visible when entering Adult Services and, preferably, also from the Lobby or Circulation Desk. The Adult Services Desk should be in proximity so that staff can easily assist customers using these materials. Seating is located nearby to assist customers in making and reading their selections from the World Languages Collection.

ADULT BASIC EDUCATION COLLECTION: The Adult Basic Collection is located so that it is clearly visible when entering Adult Services and, preferably from the Lobby or Circulation Desk. The Adult Services Desk should be in proximity so that staff can easily assist customers using these materials. Seating is located nearby to assist customers in making and reading their selections from the Adult Basic Education Collection.

ENGLISH AS A SECOND LANGUAGE: The English as a Second Language Collection is located so that it is clearly visible when entering Adult Services and, preferably, also from the Lobby or Circulation Desk. The Adult Services Desk should be in proximity so that staff can easily assist customers using these materials. Seating is located nearby to assist customers in making and reading their selections from the English as a Second Language Collection.

LARGE PRINT COLLECTION: The Large Print Collection is situated where it is easily accessible to customers with an interest in this format. It is visible from the Adult Services Desk, the Lobby, and the Circulation Desk. The placement of the Large Print Collection permits staff at the Adult Services Desk to assist customers who are using the Collection and looking for materials. Seating is located nearby to assist customers in making and reading their selections from the Large Print Collection.

NONFICTION COLLECTION: The adult Nonfiction Collection is situated so that it is in proximity to the Adult Services Desk. Customers should be able to see its perimeter from the Lobby and the Circulation Desk. The relationship to the Adult Services Desk enables staff

to use the Nonfiction Collection to supplement reference resources and to assist customers looking for materials. Study Seating is adjacent to the Nonfiction Collection. The Quiet Room, if any, is located within proximity to the Nonfiction Collection.

REFERENCE COLLECTION: The Reference Collection is adjacent to the Adult Services Desk and in proximity to the Nonfiction Collection, Study Seating, and Quiet Room (if any). At least one photocopier is located within a few feet of the Reference Collection to provide convenient patron access and increase security of reference materials. (Ready Reference materials heavily used by staff or subject to theft are located on shelves controlled from the Adult Services Desk.)

AFRICAN-AMERICAN COLLECTION: The African-American collection consists of nonfiction materials concerning the history of the Black Experience in the United States. Historical information on slavery, the Civil Rights Movement, and militant organizations are included, as are biographies of prominent Black Americans. Students, authors, and scholars use this collection for research.

AUDIOVISUAL COLLECTION: Audiovisual media and digital media are visible and easily accessible from the Lobby and the Circulation Desk. The collection is near the New Book Display. When feasible, the Audiovisual Collection is also located in proximity to the Young Adult Area to promote use by young adults. Where possible, the collection is located for convenient use by families and caregivers while their children are using Children's Services.

PERIODICALS COLLECTION: The Periodicals Collection is located away from Children's Services and other noisy areas. The Periodicals Collection is visible from the Lobby and may be near the front of the library and close to the New Books Display. The location, however, is not so busy as to be disruptive to customers. Study seating at tables and casual seating with armrests are located adjacent to the Periodicals Collection.

Primary Furnishings and Components

Shelving , Display : Free-standing bookstore-type display shelving.

Shelving (steel, except where factors such as historic preservation prevail): Open-stack shelving units with 12-inch bases for circulating and reference materials, magazines and newspapers (hinged sloping shelves), and format-appropriate attachments such as spinners, accordion ("zigzag" or "ribbon") shelving, or browser boxes for media and paperback materials.

Young Adult Area

Functional Activity Description

The audience for this space is young adults, ages 13 through 18, most of whom are middle school or high school students. This space provides them with collections, special study areas, and casual seating that they can feel is well designed for them. In this space, the needs of young adults are met through media materials, listening and viewing stations, special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other customers or staff. The space permits visual supervision by staff and other library customers.

The Young Adult Area has a distinct look and feel and is apart from the Adult Services Area, but not incompatible with the design or physically isolated from it. The Young Adult Area is designed to feel unique and be special to teens.

The space is attractive to young adults. The area is decorated with items such as current posters, casual furniture in up-to-date colors, and contains equipment with a popular high-tech appeal that is useful for viewing DVDs and listening to music of interest to this audience.

The Young Adult Area offers a collection specially selected for this audience. Tables and seating are provided for group study. Although the area is designed to appeal to teens, it is likely to be used by adults using the library during morning and early afternoon hours before the young adults arrive; therefore, the area's casual seating and Public Access Computers are likely to be used by adults as well as teens.

Public Access Computers are available for study and general use. Some of the technology work stations are designed for use by two people since many young adults work collaboratively on projects for school or while exploring topics of personal interest. Books, magazines, and media materials for young adults are displayed attractively, with many books shelved face-out. Media viewing and listening stations are available for customers of the Young Adult Area.

Location and Adjacencies

The Young Adult Area is located so as to provide a clear line of sight from the Adult Services Desk or the Circulation Desk. The Area is located in proximity to at least one of these desks. If situated between Adult Services and Children's Services, visual cues indicate proximity to Adult Services and not to Children's Services. The Young Adult Area is located adjacent to or near the Audiovisual Collection for easy access by young adult customers.

Primary Furnishings and Components

Chairs , Study

Chairs , Technology

Computers , Public Access

Media Viewing & Listening Stations

Seating , Casual : Soft chairs with durable and easily cleanable coverings.

Shelving (steel, except where factors such as historic preservation prevail): Open-stack shelving units with 12-inch bases for circulating and reference materials, magazines and newspapers (hinged sloping shelves), and format-appropriate attachments such as spinners, accordion ("zigzag" or "ribbon") shelving, or browser boxes for media and paperback materials.

Shelving , Display : Free-standing bookstore-type display shelving.

Tables , Individual : Tables for Individuals seated in study chairs.

Tables , Study : Tables for four individuals seated in study chairs.

Work stations , Technology : Adjustable height sit-down and stand-up units.

Collections

YOUNG ADULT BOOK COLLECTION: This high interest fiction and nonfiction collection is kept fresh in content and attractively displayed, with face-out shelving of many titles.

YOUNG ADULT PAPERBACKS: Multiple copies of high-demand titles are provided in paperback. This includes graphic novels.

YOUNG ADULT PERIODICALS COLLECTION: Titles of specific interest to young

adults are displayed on periodical shelving, with back issues stored below display shelves.

Children's Services

Functional Activity Description

This is a distinct space in the library designated for children to browse through picture books and other materials, study, receive homework assistance, use computers to access information, and participate in programs. The primary function of the Children's Services staff is to provide guidance in the choice of books and media materials, and present story hours and programs for children up to 13 years of age.

In designing the space for Children's Services, special attention is given to providing wall displays, distinctive carpeting, and color treatment. This area must be exciting and interesting to young children, with colors, shapes and patterns, and treatments that welcome and delight children. Children's Services is not a scaled-down adult library. The environment of Children's Services encourages children to linger in the area and have fun while developing an interest in books, reading, and information-seeking skills.

Children's Services includes the Children's Services Desk, a Toddler Area for preschool children, a Juvenile Area for older children, and a Children's Restroom. A Story Room is provided where space permits. Alternatively, part of the Toddler Area is designed to accommodate a storytelling area.

Low shelving enables staff to see and supervise the entire Children's Services Area. Furniture and fixtures are appropriately sized for their intended customers – children and their parents or caregivers. The child-friendly/companion restroom is easily accessible and equipped with a changing counter.

Location and Adjacencies

Easy access to Children's Services is provided from the Lobby for children and their caregivers. The interior entrance to Children's Services is at or very near the Circulation Desk. Whenever possible, clear sightlines exist between the Children's Services Desk and the Circulation Desk. This location allows easy access by children to Children's Services while minimizing noise and disruption in other areas of the library.

Children's Services Desk

Functional Activity Description

The Children's Services Desk is a primary service point in the branch. The Desk serves as a base from which the staff provides customers with readers' advisory services and assists them with searching and accessing reference books, the Internet, electronic databases, and educational toys and games.

The Children's Services Desk, along with the Circulation Services Desk and the Adult Services Desk, is one of three focal points for patron service. (In some libraries the Adult Services Desk will be combined with the Circulation Desk and/or the Children's Services Desk). One fully equipped service station is provided for Children's Services staff, with convenient access to all areas of the Children's Services space.

The Children's Services Desk is visible and easily approached from the Lobby. Its location allows staff to view all areas in Children's Services and supervise children's use of materials,

computers, educational games, and study areas. Staff at the Children's Services Desk assist the children and their families with their collection and information needs, using print and media materials and electronic resources.

The Desk is child-friendly in design and height. It meets ADA requirements. The height of at least one work station accommodates staff and customers in wheelchairs. The Desk is positioned for natural queuing by customers waiting for service.

Typical equipment located on the Children's Services Desk includes items such as computer keyboards and swivel-based screens, telephones, and brochure holders for library information. Children's ready reference materials may be located behind the Desk for convenience.

Location and Adjacencies

The location of the Children's Services Desk provides convenient access to all areas of Children's Services. The location enables staff at the Children's Services Desk to use the adjacent Juvenile Reference Collection and the Juvenile Nonfiction Collection to supplement reference resources and assist customers looking for materials.

The Children's Services Desk is in clear view of and near the computer work stations for children, allowing convenient supervision and assistance from staff. Ready reference materials are stored on shelves adjacent to or directly behind the desk, within reach of the staff. Telephones, Public Access Computers, a networked printer for patrons' copies, and a photocopy machine are all conveniently located near staff. The service stations and adjacent shelving and equipment are positioned so that the staff face the customers and cannot be approached from behind.

All children's reference resources are located near the Children's Services Desk.

Primary Furnishings and Components

Computers , Staff : One networked computer, which prints to the networked printers, is provided for every staff service position at the Children's Services Desk. The swivel-base computer screens are mounted on top of the desk.

Children 's Services Desk : The shape of the Children's Services Desk allows the staff to come to its front to assist customers. Acoustical features in the ceiling and the desk itself reduce noise from ringing telephones and patron/staff conversations. Drawers, shelves, and files under the counters hold frequently needed supplies and ready reference information.

Shelving (steel, except where factors such as historic preservation prevail): Low shelving units (45-inch height) with 12-inch bases for circulating and reference materials.

Collections

JUVENILE READY REFERENCE MATERIALS: Ready reference materials heavily used by staff or subject to theft are located on shelves within, immediately behind, or adjacent to the Children's Services Desk.

Toddler Area

Functional Activity Description

This area of Children's Services houses the Preschool Collection, which includes print,

media, computers with educational software, and educational toys collection for preschool children. The book collection consists primarily of picture books. There is also seating space for children and their families or caregivers. Young children select reading materials with the assistance of their families and library staff. Families frequently sit and read books to or play games with their children.

The area has a cheerful, colorful ambience to delight the young children for which it is intended. Carpeting and toddler-sized soft furniture is provided, along with an oversized chair for family reading. Sturdy wooden or metal frame stools or chairs are available for adults and older children accompanying toddlers.

Staff assists young readers, families, and caregivers in this area by finding books on specific subjects or at appropriate reading levels. If an adjacent Story Room is not provided, this area also accommodates a storytelling area (with acoustical features and treatments to minimize noise).

Location and Adjacencies

The Toddler Area is close to the Children's Services Desk so that staff can supervise the area and assist young children. Clear sightlines are strictly maintained between the Children's Services Desk and the Toddler Area.

Entrance into the Toddler Area requires passing close to and within full view of the Children's Services Desk.

Primary Furnishings and Components

Chairs , Preschooler 's

Computers , Public Access (with equipment for listening and viewing)

Seating , Casual Children 's: Soft chairs with durable and easily cleanable coverings

Seating , Family

Shelving (steel, except where factors such as historic preservation prevail): Low shelving units (45-inch height) with 12-inch bases for circulating and reference materials.

Tables , Preschooler 's

Work stations , Technology Child 's

Collections

PRESCHOOL COLLECTION: The Preschool Collection includes picture books and board books.

EDUCATIONAL TOYS COLLECTION: The Education Toys Collection includes toys that stimulate the imagination of young children and enhance their verbal and motor skills.

Juvenile Area

Functional Activity Description

This area of Children's Services houses the print collections, seating, and Public Access Computers for older children up to age 13. This area is used by unaccompanied children as well as by those attended by families or caregivers.

The Juvenile Area is designed with special attention to providing an environment that encourages children to linger in the area and have fun while developing an interest in books, reading, and information-seeking skills. Colorful and juvenile themed wall displays,

distinctive carpeting, and furnishings offer an interesting ambience for children, with colors, shapes and patterns, and treatments that welcome and delight. The Juvenile Area is neither a scaled-down adult service area nor a scaled-up version of the Toddler's Area. The environment is designed for the unique interests and learning needs of children ages 5 to 12.

The collections consist of Juvenile Easy Readers, Juvenile Fiction, Juvenile Paperbacks, Juvenile World Languages, Juvenile Nonfiction, Juvenile Homework, Juvenile Reference, Juvenile Audiovisual, and Juvenile Periodicals. There may be a Parenting collection with items on child development and other topics of interest to parents and caregivers.

The library staff assists customers by finding books and media on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, the children may locate the materials in the stacks by themselves.

The Children's Public Access Computers provide children and their families and caregivers with access to the online catalog, databases and other electronic information sources, and the Internet from these stations. Media viewing and listening stations are available for use by children.

Counters and tables are large enough to accommodate items such as backpacks, jackets, and other personal belongings. The Juvenile Area is a high-traffic area, especially when school is not in session.

The Juvenile Area is well lit and visually appealing to older children. It is located in a prominent space within the building. Low shelves allow visual supervision from the Children's Services Desk.

Seating in the Juvenile Area includes study seating at tables for four and casual seating. Seating at Technology work stations is also available, with some work stations accommodating two customers.

Location and Adjacencies

This space is visible from the interior entrance to Children's Services, but it may be somewhat removed from the front of Children's Services because of its size. It is in proximity of the Children's Services Desk so that the staff can assist children. Clear sightlines are maintained between the Children's Services Desk and the shelving and seating in the Juvenile Area. Entrance into the Juvenile Area requires passing close to and within full view of the Children's Services Desk.

The Children's Public Access Computers should be located just inside the entrance area to the Juvenile Area so that they are visible to children and their families as soon as they enter the Juvenile Area.

Primary Furnishings and Components

Chairs , Children 's Casual

Chairs , Children 's Study

Chairs , Children 's Technology

Computers , Children 's Public Access

Media Viewing & Listening Stations , Children 's

Shelving , Display

Free -standing bookstore -type display shelving

Seating , Children 's Casual : Soft chairs with durable and easily cleanable coverings.

Shelving (steel, except where factors such as historic preservation prevail): Open

stack shelving units (maximum height 66 inches) with 12-inch bases for circulating and reference materials, magazines and newspapers (hinged sloping shelves), and format-appropriate attachments such as spinners, accordion (zigzag or ribbon) shelving, or browser boxes for media and paperback materials.

Tables , Children 's: Tables for four individuals seated in study chairs.

Tables , Children 's Individual : Tables for individuals seated in study chairs.

Work stations , Children 's Technology : Adjustable height sit-down and stand-up units.

Collections

JUVENILE EASY READERS COLLECTION: The Juvenile Easy Reader Collection is located close to the Toddler Area and the Children's Services Desk, and in proximity to the Juvenile Fiction Collection. This location of the Juvenile Easy Readers Collection, which is visible from the Children's Services Desk, permits customers to be easily assisted by staff at the Children's Services Desk or by their parents if they are with children in the Toddler Area. The location also makes it easy for customers to access the Juvenile Easy Readers Collection.

JUVENILE FICTION COLLECTION: The Juvenile Fiction Collection is visible from the interior entrance to the Juvenile Area and the Children's Services Desk. The Juvenile Fiction Collection is located toward the front of the Juvenile Area for easy access, with proximity to the Children's Services Desk. The Juvenile Fiction Collection is in proximity to the Juvenile Audiovisual Collection. The location of the Juvenile Fiction Collection permits staff at the Children's Services Desk to assist customers looking for materials and to use the Juvenile Fiction Collection. Seating is nearby for use by children who want to peruse or read books selected from the Juvenile Fiction Collection.

JUVENILE PAPERBACK COLLECTION: The Juvenile Paperback Collection is located just off a high-traffic pathway for easy browsing access by customers. The collection is adjacent to or near the Juvenile Fiction Collection.

JUVENILE WORLD LANGUAGES COLLECTION: The Juvenile World Languages Collection's perimeter is visible from the interior entrance to the Juvenile Area and from the Children's Services Desk. The placement of the Juvenile World Languages Collection encourages browsing by customers and permits staff at the Children's Services Desk to assist customers looking for materials in this collection.

JUVENILE NONFICTION COLLECTION: The Juvenile Nonfiction Collection is situated so that customers can see its perimeter from the interior entrance to the Juvenile Area and from the Children's Services Desk. The location enables staff at the Children's Services Desk to use the Juvenile Nonfiction Collection to supplement reference resources and to assist customers looking for materials. Study seating is adjacent to the Juvenile Nonfiction Collection.

JUVENILE HOMEWORK COLLECTION: The Juvenile Homework Collection is adjacent to study tables and children's Public Access Computers and in proximity to the Children's Service Desk. This location of the Juvenile Homework Collection gives customers relatively easy access to staff at the Children's Services Desk. The Juvenile Homework Collection also is located in proximity to the Juvenile Reference Collection and the Juvenile Nonfiction Collection to aid patrons' access to other materials useful in completing homework assignments.

JUVENILE REFERENCE COLLECTION: The Juvenile Reference Collection is adjacent to the Children's Service Desk and in proximity to the Juvenile Nonfiction Collection and study seating. A photocopier may be located within a few feet of the Juvenile Reference Collection to provide convenient patron access and increase security of reference materials. (Juvenile Ready Reference materials heavily used by staff or subject to theft are located on shelves controlled from the Children's Services Desk.)

JUVENILE AUDIOVISUAL COLLECTION: Audiovisual media and digital media are visible and easily accessible from the interior entrance to the Juvenile Area. It may include materials such as Juvenile Books on Tape, Juvenile Books on CD, Juvenile Music, Juvenile Video, Juvenile DVDs, and kits containing a book and a CD or cassette tape.

JUVENILE PERIODICALS COLLECTION: The Juvenile Periodicals Collection is visible from the interior entrance to the Juvenile Area and from the Children's Services Desk. Study seating at tables and casual seating are located adjacent to the Juvenile Periodicals Collection.

PARENTING COLLECTION: The Parenting Collection is adjacent to or near the Toddler Collection and visible from pathways frequently used by parents in Children's Services. This location will afford easy access for parents who are accompanying their children in Children's Services.

Story Room

Functional Activity Description

The Story Room provides an enclosed space for many different activities and programs, including story hour presentations, puppet shows, media programs, and arts and crafts activities. Internet access and ADA looping sound technology are provided. Usually, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations. Acoustical features will ensure that noise from the Story Room during programs does not disturb customers in other parts of the library.

The Story Room is closed and locked when not in use. The Story Room requires a key for entry but not exit. Children will not use this space while unattended.

The Story Room has a sink, counter space, a tiled area adjacent to the sink, and a wall screen. An adjoining Story Room Storage Closet houses folding tables, cushions, stacking chairs, cushions, a puppet stage, and a cabinet and racks for craft materials and other activities. The door to the storage closet opens into the Story Room and requires a key for entry but not for exit.

Location and Adjacencies

The Story Room entrance is visible from the Children's Services Desk. The entrance to the Story Room is visible from and near the Toddler's Area.

Primary Furnishings and Components

Media Equipment

Cabinets , Storage

Chairs , Children 's Stacking (with dollies stored in Story Room Storage Closet)

Cushions (with durable and easily cleanable coverings)
Puppet Stage
Tables , Children 's Folding (with dollies stored in Story Room Storage Closet)

Children's Restroom

Functional Activity Description

This space provides easy access for children and their caregivers to a child-friendly/companion restroom supervised by Children's Services staff.

The Children's Restroom is large enough for a family member or caregiver to accompany a child.

The Children's Restroom includes fixtures, a changing counter, and a diaper disposal container. The restroom is fully ADA-accessible and child-friendly.

Location and Adjacencies

The Children Restroom is located within Children's Services and near the Toddlers Area and the Story Room. The entrance is visible from the Children's Services Desk, with clear sightlines strictly enforced at all times. The Children's Restroom requires a key for entry but not exit.

Primary Furnishings and Components

Baby Changing Counter
Commode , Children 's (Self-activated, wall hung)
Diaper Disposal Container
Sink , Children 's (Self-activated metered faucets, wall hung)

Computer Laboratory

Functional Activity Description

The Computer Laboratory provides a permanent space in which to teach classes on the use of the library's online catalog, databases, Internet searching, and various software applications.

This room will be available for staff training and library programming. Computers in the laboratory may be used by library customers when a class is not in session.

The room will have training tables (sufficiently wide for note-taking as well as for equipment), multimedia computers, an instructor's station, and a sound and data projection system.

Location and Adjacencies

The entrance to the Computer Laboratory is visible from the Adult Services Desk or the Circulation Desk. Although it is anticipated that the Computer Laboratory will be staffed during some periods of use, the Adult Services staff will be secondarily responsible for its supervision. Enough space must be provided near the Computer Laboratory to accommodate large groups entering, departing, or waiting to enter the room.

Primary Furnishings and Components

Cabinets (Lockable)
Carrels , Technology
Chairs , Technology Work station
Coat Rack
Computers , Public Desktop
Instructor 's Station (Systems Furniture)
Projector , Ceiling Mounted (Media and computer, LCD to DLP)
Chairs , Technology Work station

Conference and Study Rooms

Conference Room

Functional Activity Description

The Conference Room will serve a variety of different purposes, including use as a small group meeting room, a literacy tutoring space, a space for library users to work on collaborative projects, a multimedia viewing room, or a staff conference room. It should accommodate eight adults seated at a conference table.

Location and Adjacencies

The Conference Room should be located in a public area where it is highly visible to staff at a nearby service desk. The room should be a “glass box” with at least one interior glass wall to maximize supervision.

Primary Furnishings and Components

Chairs , Reader
Table , Conference
White Board

Study Room

Functional Activity Description

The Study Room will be used as a literacy tutoring space or as an area for quiet study. It should accommodate two adults seated at a table.

Location and Adjacencies

The Study Room should be located in a public area where it is highly visible to staff at a nearby service desk. The room should be a “glass box” with at least one interior glass wall to maximize supervision.

Primary Furnishings and Components

Chairs , Technology
Computer with instructional software to support literacy programs (if appropriate)
Table , Conference
Technology work station (if computer is provided)

Meeting Room

Functional Activity Description

The meeting room is designed for a variety of activities such as lectures, classroom visits, formal and informal group meetings, exhibits, and receptions. It is used for programs sponsored and co-sponsored by the library, and community meetings and events as policies permit. In branches without a separate story room, the meeting room might be used for children’s programs.

The space is open, with a shape conducive to a variety of layouts supporting a wide range of activities. Seventy-five to 125 persons, depending on community need could be

accommodated in a meeting room with stacking chairs arranged auditorium-style. In addition to using the room for one large event or meeting, consideration should be given to providing acoustical divider panels so that two meetings or events could occur simultaneously.

The meeting room is equipped with a large projection screen and stage lighting. Its sound system has assistive listening capabilities. Wired for access to all electronic resources and services, the meeting room has sufficient electrical power and outlets to accommodate various kinds of media equipment and personal laptop computers. The meeting room's surfaces have acoustical treatments to provide appropriate sound quality within it and to reduce noise pollution coming from it.

A storage room adjoins the meeting room. The storage room houses tables, chairs, and equipment. If the meeting room is also used for children's programs, additional storage space will be needed for items such as children's stacking chairs, puppets, and other items required for children's activities. The storage room requires a key for entry but not for exit. A kitchenette adjoins the meeting room. The kitchenette provides work space, a refrigerator, and a microwave for preparation and storage of refreshments.

Location and Adjacencies

The meeting room is located off one side of the lobby and is accessible through it. The public restrooms are accessible through the lobby. The configuration and adjacencies of the meeting room, lobby, and public restrooms allow events to be held when the library is not open to the public. The meeting room has an emergency exit.

A storage room and a kitchenette are adjacent to and accessed from the meeting room.

Primary Furnishings and Components

Cart , Media / Technology

Chairs , Meeting Room (Stacking, with dollies stored in Storage Closet)

Lectern (with space for a laptop computer)

Projection Screen

Projector , Ceiling Mounted (Media and computer, LCD to DLP)

Tables , Meeting Room (with dollies stored in Story Room Storage Closet)

Video Conferencing Equipment

Café/Coffee Cart Area

Functional Activity Description

The Café/Coffee Cart Area is designed for use by customers who want a beverage or snack while using the library. A coffee cart or vending machines are located in the space, along with counters with stools, tables with chairs, and an area for standing. Wireless connectivity is provided for customers who want to use their laptop computers. The Café/Coffee Cart Area is located off the lobby and may have floor to ceiling glazing to reduce noise leakage into other parts of the library. (The decision about including a Café/Coffee Cart Area, as with many other building features, should be considered in the context of local needs and practicality on a case-by-case basis.)

Location and Adjacencies

The Café/Coffee Cart Area is located off the Lobby. This location provides easy accessibility

for persons using the meeting room and by customers using the Adult Services, Young Adult, or Children's Services areas. For general supervisory purposes, the interior of the Café/Coffee Cart Area is clearly visible from the Circulation Desk.

Primary Furnishings and Components

Café é Tables , with Chairs
Coffee cart
Counter with Stools
Vending Machines

Public Restrooms

Functional Activity Description

At least one pair of fully ADA-accessible female and male restrooms is provided for public use. Other general Public Restrooms may also be provided. (A special restroom for use only by children and their families/caregivers is located in Children's Services.) A baby changing counter is provided in all Public Restrooms.

Location and Adjacencies

The Public Restrooms (Men's and Women's) are located off the Lobby. Their entrances are visible from the Circulation Desk and they are located so that the Meeting Room and the Public Restrooms can be secured for after hour use. All entrances to Public Restrooms are clearly visible from at least one public service desk.

Primary Furnishings and Components

Baby Changing Counter
Commodes and Urinal (s) (self-activated, wall hung)
Dryer , Hand
Mirror , Stainless Steel
Package Ledge
Sinks (self-activated metered faucets, wall hung)

Nonpublic Areas

Staff Workroom

Functional Activity Description

This is a nonpublic work area where staff can perform general administrative and clerical duties. The Staff Workroom provides space for back-of-house staff activities. Because this is the only workroom in the library, staff work stations to support children's activities, adult services work, and any other kind of staff support activity are located here.

Location and Adjacencies

The Staff Workroom is as close as possible to the Circulation Desk, preferably adjacent to it for staffing efficiency. As feasible, the Staff Room should be readily accessible from the Staff/Delivery Entrance. The Manager's Office and Circulation Desk should be adjacent to the Staff Workroom. Staff move frequently between each space, but particularly between the Circulation Desk and the Staff Workroom. For this reason, not only should there be easy access between the spaces, there should also be a sightline between the Staff Workroom and the Circulation Desk so that staff can fill in if a line starts to form at the desk.

The External Materials Return Units should be close to the Staff Workroom, if not adjacent

to it, where possible. Ideally, the Just Returned Shelves in the Circulation Area are on a wall adjacent to the Staff Workroom to facilitate a "pass through" of just-returned items for public viewing and selection.

Primary Furnishings and Components

Bar Code Readers , Fixed Mount
Book Trucks
Bulletin Board
Cabinets , Above and Below Counter
Chairs , Task
Chairs , Visitor
Computers , Staff Desktop
Fax Machine , Desktop
Key Cabinet
Paper Towel Dispenser , Wall -mounted
Printer , Laser (B&W)
Recycling Bin
Schedule Board
Safe , Wall
Shelving , Single Faced (90"h Steel)
Work station , Clerical Counter
Work station , Shipping and Receiving Counter

Storage Closet

Functional Activity Description

This Storage Closet is for staff use to store supplies, equipment, and program materials. The safe and key cabinet are located in the Storage Closet. This room should be lockable so equipment can be secured if necessary.

Location and Adjacencies

The Storage Closet is adjacent to or easily accessible from the Staff Workroom and/or the Circulation Desk.

Primary Furnishings and Components

Shelving , Industrial (90"h Steel)
Shelving , Single Faced (90"h Steel)

Manager's Office

Functional Activity Description

This is the office for the Branch Manager, who plans activities and administers the library's plan of service. This office will provide a private space where staff reviews can be conducted and the public can come to discuss confidential issues regarding their circulation records.

The office is large enough to comfortably accommodate an administrative desk, credenza, computer work station, shelving/cabinet/filing space, and a conference table with four chairs. The office has access to natural light.

A door or window between the Staff Workroom and this office will facilitate supervision. Window treatment is provided for occasions requiring privacy, such as personnel counseling.

Location and Adjacencies

The office for the Branch Manager is adjacent to the Circulation Desk for patron accessibility. The primary entrance to the Branch Manager's Office is from the public service area of the library. A second door connects to one or more staff work areas, such as the Staff Workroom.

The office should be easily accessible from the Circulation Desk in case problems arise with customers. Ideally, customers should be able to access the office without going behind the Circulation Desk or into any of the back-of-house spaces.

Primary Furnishings and Components

Chair , Supervisor 's
Chair , Visitor 's
Computer , Staff Desktop
Desk , Branch Manager 's
File Cabinet , Lateral (Four Drawer)
Printer , Color
Shelving , Single Faced (66"h Steel)
Table , Conference (with four chairs)

Staff Restroom(s)**Functional Activity Description**

ADA-compliant unisex staff restrooms will be provided in accordance with code.

Location and Adjacencies

The Staff Restrooms are adjacent to the Staff Lounge and near the Staff Workroom. The entries to the Staff Restrooms do not open directly into the Staff Lounge or the Staff Workroom.

Primary Furnishings and Components

Commode (self-activated, wall hung)
Dryer , Hand
Mirror , Full Length
Paper Towel Dispenser
Shelf
Sink and counter (self-activated metered faucets, wall hung)

Staff Lounge**Functional Activity Description**

The Staff Lounge is where the staff can relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet, and relaxing.

This area will be used by staff for warming food for meals while at work and for storing personal belongings in lockers. An effective air exhaust system removes food odors to the outside of the building to avoid smells permeating the branch. The kitchen sink should be large enough so that large coffee pots and pans can fit under the faucet easily for filling and cleaning purposes.

Location and Adjacencies

The Staff Lounge should be adjacent to the Staff Restroom, which should not open directly

into the Staff Lounge. The Staff Lounge should be adjacent to the Staff Workroom and in the proximity of the Staff and Delivery Entrance.

Primary Furnishings and Components

Cabinets , Above and Below Counter
Chairs , Café é
Coffee Maker /Urn
Hot Water Urn
Lockers (full length)
Microwave Oven
Paper Towel Dispenser
Refrigerator , Full Sized
Sink , with Garbage Disposal
Soap Dispenser
Sofa (Two Seat)
Tables , Café é
Work station , Food Preparation Counter

Telecommunications Room

Functional Activity Description

This room is where the network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. It is the main point of entry to the building for data, telephone, and security system lines. The Telecommunications Room has a separate thermostat for appropriate temperature control. The room has a static-free floor.

Location and Adjacencies

This space must be in a secure nonpublic area and easily accessible from the Staff Workroom. The electrical service and equipment are located away from the Telecommunications Room.

Primary Furnishings and Components

Backboard , Telecommunications (wall-mounted fire-rated plywood)
Cabinet , Supply
Computer Server , Mini (CPU), Rack -mounted
Computer Stand
Computer System
Fire Extinguisher (hand-held, wall hung unit)
Hub /Multiplexer , Telecommunications Equipment
Rack , Computer /Communications Equipment
Router /Switch , Rack -mounted
Safe , Data /Tape Carrier
Server , Desktop /Rack Mount
Tape Drive , External DAT/Cartridge Tape
Video Monitor & Keyboard

Mechanical Equipment Room

Functional Activity Description

This room is for the mechanical equipment that operates the library's HVAC system. The room should have a set of double doors, or an extra-wide single door, for bringing bulky items in and out of the room. The room's shape facilitates the maintenance and replacement of equipment.

Mechanical equipment may be roof mounted to maximize the public space on the main floor. It should be located unobtrusively or screened from view. Sturdy roof access ladders with handrails or a cage on top should be provided.

Mechanical equipment located outside the building should be caged and locked to protect it from vandalism.

Location and Adjacencies

This room should not be located near study, program, or meeting areas.

Custodial Services Closet

Functional Activity Description

Space must be provided throughout the building for sink closets and storage for custodial purposes.

Location and Adjacencies

The Custodial Services Closet should be adjacent to the Public Restrooms, where it will be convenient for cleaning the Meeting Room, Kitchenette, Lobby, and Vestibule.

Primary Furnishings and Components

Cabinet , Supplies
Shelving , Industrial
Sink , Mop

General Storage Room

Functional Activity Description

The General Storage Room provides space for long-term storage. It will house furniture and equipment that is waiting to be repaired or placed into service, bulk paper and supplies shipments, seasonal displays and holiday decorations. Optional storage cages may also provide additional space for stacking boxes, and furniture and equipment in transition, and can segregate the storage by individual library departments. This room should have a set of double doors (or an extra-wide single door) for moving bulky items in and out.

Location and Adjacencies

The area is accessible only to authorized staff. Near the Staff and Delivery Entrance, the General Storage Room is conveniently situated for transporting items to and from the library's interior.

Shipping and Receiving

Functional Activity Description

Shipping and Receiving accommodates the deliveries of supplies, the sorting of materials for transport to other facilities, and temporary storage of items waiting for shipment. Shipping and Receiving is located adjacent to the Staff and Delivery Entrance and has a wide door for easy movement of boxes and other bulky items. Shelves and counters are provided for the sorting of materials by staff.

Location and Adjacencies

Shipping and Receiving is located adjacent to the Staff and Delivery Entrance for easy access

by delivery personnel.

Primary Furnishings and Components

Counter , Sorting
Shelving , Industrial
Stool

Staff and Delivery Entrance

Functional Activity Description

A combination staff-only and delivery entrance to the library is provided separately from the Public Entrance. The doors accommodate deliveries of equipment, supplies, and materials for transport to and from other facilities, and temporary storage of other items awaiting shipment.

A roof or overhang allows loading and unloading during inclement weather. Doors and corridors are large enough to accommodate bulky equipment and furniture.

Location and Adjacencies

The Staff and Delivery Entrance allows convenient staff access to the Staff Lounge, the Staff Restrooms, and staff parking area (if any). The General Storage Room is conveniently located for easy access to and from the Staff and Delivery Entrance. The Shipping and Receiving Room is adjacent to the Staff and Delivery Entrance. The safe positioning of the Staff and Delivery Entrance relative to exterior spaces such as parking and pedestrian access is critical.

Space Allocation for Branch of 20,000 Square Feet

This table provides recommendations for space allocations for a prototype branch library of 20,000 square feet, with service programs based on DCPL service priorities. Not every branch should necessarily have 20,000 square feet of space. Some might be smaller and others larger, or have different kinds of spaces, all depending on the type of services to be offered, the number of residents to be served, and other important factors.

Spaces Feet	Space Square Feet	Division Square
Public Entrance and Vestibule	NAS *	
Lobby Area	NAS *	
Circulation Area	600	600
Adult Services		5115
Adult Services Desk	200	
Public Access Computers	380	
Public Copiers	60	
Seating	975	
Collections	3500	
Young Adult Area	850	850
Children's Services		3435
Children's Services Desk	200	
Toddler Area	575	
Juvenile Area	2150	
Story Room Area (35 children)	510	
Children's Restroom	NAS *	
Computer Laboratory (16 users)	650	650
Conference / Study Rooms		270
Conference Room (8 persons)	200	
Study Room (2 persons)	70	
Meeting Room (100 persons)	1375	1375
Café / Coffee Cart	350	350
Public Restrooms	NAS *	
Nonpublic Areas		2555
Staff Workroom	1215	
Storage Closet	130	
Manager's Office	150	
Staff Restroom(s)	NAS *	
Staff Lounge	495	
Telecommunications Room	140	
Mechanical Equipment Room	NAS *	
Custodial Services Closet	100	
General Storage Room	100	
Shipping and Receiving	225	
Staff and Delivery Entrance	NAS *	
Nonassignable Areas (at 24% of assignable space)	4800	4800
Total Approximate Square Feet	20,000	20,000

* NAS = Nonassignable Space. Nonassignable spaces include stairways, dedicated corridors and walkways, public lobbies, restrooms, duct shafts, mechanical rooms, electrical closets, janitor's closets, interior and exterior wall thickness, and exterior spaces that are part of the building but not enclosed, such as patios, canopies, porches, covered walkways, or loading docks.

Glossary

Adjacent

A spatial relationship category indicating the recommendation that specific Divisions and Spaces adjoin each other, sharing interior walls or corridors. This is the highest level in the hierarchy of spatial relationships designations, being more significant than Close or Proximity.

Away

A spatial relationship category indicating that specific Divisions and Spaces have no physical relationship and that in some cases an adjacency would prove detrimental to the functionality of the space.

Canopy Top

A finish detail (accessory) for steel shelving units frequently used for all units, but most typically for units below 72" high, or below eye level.

Chair, Casual (also Chair, Children's Casual)

A comfortable chair that is upholstered, sometimes referred to as "soft seating."

Chair, Conference Room

A chair, often upholstered, that will be used to sit at a conference or meeting table.

Chair, Meeting Room (also Chair, Children's Meeting Room)

A chair, usually stacking, used by customers in a program, meeting, or multi-purpose room. (Different from a "conference room chair.")

Chair, Study (also Chair, Children's Study)

A chair used by customers to sit at a study, conference, or meeting table. Generally, study chairs have a slab seat and a back of medium height consisting of spindles or a plank; may or may not have arms.

Chair, Task (also Chair, Children's Task)

An ergonomic clerical chair, with or without arms, that adjusts to the user's body via mechanisms ranging from simple seat height to a multitude of other adjustments. Casters are attached to the base, which facilitate easy movement.

Chair, Technology Work station Task

A task chair, with or without arms, (see above) that is located at a technology work station, either in the public area or at a staff work station.

Close

The second level in the spatial relationship hierarchy indicating the recommendation that specific Divisions and Spaces be in the same general area, very close to, but not necessarily sharing walls with each other. This designation is less significant than Adjacent, but more significant than Proximity.

DF/Double Face Shelving

A standard shelving unit type that allows access to shelving on two sides, usually 36" wide.

Division

The highest-level breakdown of areas in the library is the Division. Each Division is made up of one or more Spaces, representing an administrative department, such as Adult Services, a common functional activity such as Meeting Rooms, or Spaces that are co-located such as Library Entrance.

End Panel

A finish detail (accessory) for steel shelving units, which is typically used for all units in public areas, and, ideally, for all others as well.

Nonassignable Space

Nonassignable space is the utility area of a building required for the function of the building. Nonassignable spaces include stairways, dedicated corridors and walkways, public lobbies, restrooms, duct shafts, mechanical rooms, electrical closets, janitor's closets, interior and exterior wall thickness, and exterior spaces which are part of the building but not enclosed, such as patios, canopies, porches, covered walkways, or loading docks.

Proximity

A spatial relationship category indicating the recommendation that a specific Division or Space be in the general vicinity of another Division or Space. This is the lowest tier in the hierarchy of spatial relationships, being less significant than Adjacent or Close.

SF (Single Face)

A standard shelving unit type with access to shelving on one side, which is usually bolted to a wall surface.

Shelving Square Footage

Net square footage for shelving is the amount of space that is necessary to house the shelving unit plus space in front of the unit for a person to stand. The net square footage for shelving units in Libris DESIGN includes regular (side) aisle space, which is shared with the adjacent shelving unit and an allotment of space for main and end aisles.

Space

A Space is an area of the library building that has a common usage or purpose. A Space derives its square footage from the Inventory Items and/or shelving units within it. There can be multiple Spaces in each Division.

Table, Folding

An item representing a portable work or meeting table which does not have assignable square footage, because it does not occupy a permanent place. Folding tables occupy space in storage when they are housed on a table dolly because they have assignable square footage.

Table, Group Study

A group study table is a reader table that will occupy an enclosed room. This requires the table to have more square footage to meet accessibility requirements.

Vols/LF

The number of volumes (units) for a specific volume type that can fit on a linear foot of shelving that will leave approximately 25 percent of the shelf unoccupied.

Work station, Desk

A public service desk or section of a public service desk that has clear space on both the staff side and on the patron side.

Work station, Office System

Office System work stations are an Inventory Item representing a type of staff work station, also known as Panel Furniture, Systems Furniture, or Landscape Furniture. Units are available with varying numbers, lengths and depths of work surfaces; work surfaces which are mounted to a panel, to a wall or are supported by pedestal units; panels of varying heights and materials; pedestal units which either support the work surface or are suspended from the work surfaces; and accessories such as storage shelves, lockable cabinets, task lights, keyboard carriers, and other hanging storage devices. When more than one work surface is included they can be joined at either a 90-degree angle or by a corner unit which may include a 45-degree angle to receive a keyboard carrier.